DOCUMENT RESUME

ED 345 053 CE 061 147

TITLE	Clothing and Interiors, Production and Services. Ohio's Competency Analysis Profile.
INSTITUTION	Ohio State Univ., Columbus. Vocational Instructional Materials Lab.
SPONS AGENCY	Ohio State Dept. of Education, Columbus. Div. of Vocational and Career Education.
PUB DATE	Jan 92
NOTE	23p.; For related documents, see ED 338 827-852 and CE 061 142-176.
AVAILABLE FROM	Vocational Instructional Materials Lab, Ohio State University, 1900 Kenny Road, Columbus, OH 43210-1090 ($1.50).
PUB TYPE	Guides - Classroom Use - Teaching Guides (For Teacher) (052)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	*Clothing; Clothing Instruction; Competence; *Competency Based Education; Employment Potential; Entry Workers; *Fashion Industry; *Interior Design; Job Analysis; Job Skills; *Laundry Drycleaning Occupations; Merchandising; Postsecondary Education; Secondary Education; Task Analysis; Textiles Instruction; Vocational Education
IDENTIFIERS	DACUM Process; Ohio

ABSTRACT

Developed through a modified DACUM (Developing a Curriculum) process involving business, industry, labor, and community agency representatives in Ohio, this document is a comprehensive and verified employer competency profile for occupations in clothing, fashion merchandising, and interior design. The list contains units (with and without subunits), competencies, and competency builders that identify the skills needed to enter these occupations. The occupational, academic, and employability skills for this occupation or occupational area are included. Within the outline are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests. Advancing items identify the knowledge, skills, and attitudes needed to advance in the occupation; futuring items identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation 3 to 4 years from now. Titles of the seven units are as follows: fabric technology; dressmaking and tailoring; fashion merchandising; dry cleaning and laundry; interior decorating; business operations; and employability skills. (KC)

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OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

CLOTHING AND INTERIORS, PRODUCTION AND SERVICES

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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CE 061 147

Division of Vocational and Career Education
Ohio Department of Education

Vocational Instructional Materials Laboratory
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THE OHIO STATE UNIVERSITY

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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic*, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in school year 1993-94). Advancing items (marked with one asterisk) identify the knowledge, skills, and attitudes needed to advance in a given occupation. Futuring items (marked with two asterisks) identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation three to four years from now.

School districts may add as many units, subunits, competencies, and/or competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their vocational courses of study and monitor competency gains via the new criterion-referenced competency testing program that will be directly tied to the competencies identified on the OCAP lists.

***Academic competencies have not been identified for all OCAPs. At a later date math, communication, and science competencies will be released.**

The **Employability Skills** portion of this list was verified by the following employer panel:

Gary J. Corrigan, *Dana Corporation*, Ottawa Lake, Michigan
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Ohio Competency Analysis Profile Clothing and Interiors, Production and Services

Unit 1: Fabric Technology

Competency 1.0.1: Operate and maintain power machines

Competency Builders:

1.0.1.1 Identify sewing tools and products
1.0.1.2 Stitch using lockstitch machine
1.0.1.3 Operate lockstitch attachments
1.0.1.4 Stitch using serger
1.0.1.5 Stitch using blindstitch machine
1.0.1.6 Stitch using chainstitch machine
1.0.1.7 Make thread tacks using tacker
1.0.1.8 Make buttonholes using buttonholer
1.0.1.9 Make pleats using pleater
1.0.1.10 Operate bonus machine*
1.0.1.11 Operate embroidery machine*
1.0.1.12 Adjust power machines
1.0.1.13 Clean and oil power machines
1.0.1.14 Change machine needles
1.0.1.15 Follow safety precautions for machine operation
1.0.1.16 Store power machines

Competency 1.0.2: Analyze textiles

Competency Builders:

1.0.2.1 Identify types of fibers
1.0.2.2 Identify types of fabrics
1.0.2.3 Analyze fabric finishes
1.0.2.4 Analyze fabric characteristics
1.0.2.5 Evaluate label information
1.0.2.6 Analyze care of various types of fabrics
1.0.2.7 Analyze textile characteristics with regard to garment construction, alteration, repair, and care
1.0.2.8 Analyze textile characteristics with regard to selection, construction, and care of home furnishings
1.0.2.9 Identify textile legislation, standards, and labeling

* Advancing
** Futuring

Competency 1.0.3: Apply elements and principles of design

Competency Builders:

1.0.3.1 Identify elements and principles of design
1.0.3.2 Demonstrate how line, shape, and spaces create illusions
1.0.3.3 Analyze how fabric texture and patterns can affect visual appearance
1.0.3.4 Use color to enhance visual effects
1.0.3.5 Apply elements of design to functions
1.0.3.6 Analyze elements and principles of design in designing, constructing, and/or altering garments
1.0.3.7 Analyze elements and principles of design to create aesthetically pleasing interior living environments

Unit 2: Dressmaking and Tailoring

Subunit 2.1: Construction Techniques

Competency 2.1.1: Use flat pattern techniques

Competency Builders:

2.1.1.1 Take body measurements
2.1.1.2 Select and/or make patterns
2.1.1.3 Use computer to draft patterns*
2.1.1.4 Identify pattern pieces
2.1.1.5 Use fitting techniques
2.1.1.6 Adjust basic patterns
2.1.1.7 Straighten fabrics
2.1.1.8 Pretreat fabrics
2.1.1.9 Lay out fabrics and pattern
2.1.1.10 Mark fabric
2.1.1.11 Cut fabric

Competency 2.1.2: Perform dressmaking techniques

Competency Builders:

2.1.2.1 Apply assembly-line production techniques
2.1.2.2 Construct machine buttonholes
2.1.2.3 Sew darts and tucks
2.1.2.4 Press darts and tucks
2.1.2.5 Make gathers
2.1.2.6 Make pleats
2.1.2.7 Stitch seams
2.1.2.8 Finish seams
2.1.2.9 Press straight and curved seams
2.1.2.10 Insert interfacing
2.1.2.11 Sew facings
2.1.2.12 Construct patch pockets
2.1.2.13 Construct collars and lapels
2.1.2.14 Construct sleeves
2.1.2.15 Insert shoulder pads

(continued)

* Advancing
** Futuring

(continued)

2.1.2.16 Insert zippers
2.1.2.17 Finish waistline
2.1.2.18 Construct belts and belt loops
2.1.2.19 Set sleeves
2.1.2.20 Set collar
2.1.2.21 Apply topstitching
2.1.2.22 Attach buttons, snaps, hooks, and eyes
2.1.2.23 Apply specialized trims
2.1.2.24 Hem garment
2.1.2.25 Press garment
2.1.2.26 Inspect garment

Competency 2.1.3: Perform tailoring techniques

Competency Builders:

2.1.3.1 Identify tailoring techniques
2.1.3.2 Make pin fitting of garment
2.1.3.3 Apply basic garment construction techniques
2.1.3.4 Construct collars and lapels
2.1.3.5 Sew jacket body
2.1.3.6 Sew interfacings and facings
2.1.3.7 Sew lining
2.1.3.8 Construct pockets
2.1.3.9 Construct bound button holes
2.1.3.10 Construct flies
2.1.3.11 Attach waistband
2.1.3.12 Construct belts and belt loops
2.1.3.13 Construct shoulder pads
2.1.3.14 Insert shoulder pads
2.1.3.15 Set sleeves.
2.1.3.16 Set cuffs
2.1.3.17 Attach buttons, snaps, hooks, and eyes
2.1.3.18 Apply topstitching to garment
2.1.3.19 Hem slacks
2.1.3.20 Finish press
2.1.3.21 Evaluate final fitting

Competency 2.1.4: Perform altering techniques

Competency Builders:

2.1.4.1 Take body measurements
2.1.4.2 Analyze fitting problems
2.1.4.3 Use fitting techniques
2.1.4.4 Identify alterations to be made
2.1.4.5 Mark or pin garment
2.1.4.6 Estimate costs
2.1.4.7 Make claim check
2.1.4.8 Prepare alteration tags

(continued)

* Advancing
** Futuring

(continued)

2.1.4.9 Interpret alteration markings
2.1.4.10 Mark stitching line
2.1.4.11 Taper shirts
2.1.4.12 Alter sleeves
2.1.4.13 Alter seams
2.1.4.14 Alter darts
2.1.4.15 Alter hip line
2.1.4.16 Alter bust area
2.1.4.17 Adjust neckline
2.1.4.18 Adjust shoulders
2.1.4.19 Alter pant length
2.1.4.20 Alter pant cuffs
2.1.4.21 Taper legs of pants and slacks
2.1.4.22 Change width of lapels
2.1.4.23 Alter jacket length
2.1.4.24 Alter width of coat body
2.1.4.25 Replace zippers
2.1.4.26 Alter pant crotch
2.1.4.27 Alter waistline
2.1.4.28 Reline garment
2.1.4.29 Adjust sleeve length
2.1.4.30 Repair rips and tears
2.1.4.31 Alter coat length
2.1.4.32 Adjust hems
2.1.4.33 Identify ways to recycle and renovate textile products

Unit 2: Dressmaking and Tailoring

Subunit 2.2: Dressmaking and/or Tailoring Shop

Competency 2.2.1: Coordinate customer's needs with fabric

Competency Builders:

2.2.1.1 Determine customer needs
2.2.1.2 Interpret customer wants
2.2.1.3 Select fabric, notions, and supplies
2.2.1.4 Determine amount of fabric needed
2.2.1.5 Provide information about fiber, fabrics, garment labels, construction, and care of merchandise
2.2.1.6 Answer customer's questions about fabrics, patterns, notions, sewing supplies, equipment, and construction techniques
2.2.1.7 Demonstrate sewing equipment
2.2.1.8 Schedule appointments
2.2.1.9 Quote prices
2.2.1.10 Demonstrate telephone techniques

Competency 2.2.2: Operate shop

Competency Builders:

2.2.2.1 Display fabrics
2.2.2.2 Construct displays
2.2.2.3 Inventory supplies
2.2.2.4 Order supplies
2.2.2.5 Plan promotions
2.2.2.6 Figure costs
2.2.2.7 Determine prices
2.2.2.8 Prepare invoices
2.2.2.9 Prepare budgets
2.2.2.10 Perform record-keeping functions
2.2.2.11 File documents
2.2.2.12 Coordinate daily activities

Unit 3: Fashion Merchandising

Competency 3.0.1: Identify role of fashion coordinator

Competency Builders:

3.0.1.1 Analyze figure to emphasize and camouflage figure features
3.0.1.2 Use computer to analyze figure types
3.0.1.3 Evaluate ready-to-wear apparel using principles and elements of design
3.0.1.4 Apply principles of color analysis
3.0.1.5 Use computer to perform color analyses
3.0.1.6 Provide information about fiber, fabrics, garment labels, construction, and care of merchandise
3.0.1.7 Evaluate quality construction
3.0.1.8 Create a wardrobe plan based on client's budget and needs
3.0.1.9 Develop fashion displays
3.0.1.10 Advise client
3.0.1.11 Plan fashion and advertising promotions
3.0.1.12 Plan fashion shows*
3.0.1.13 Select fashion show models*
3.0.1.14 Prepare commentaries for fashion shows*

Competency 3.0.2: Analyze fashion trends and cycles

Competency Builders:

3.0.2.1 Analyze current and past fashion trends and cycles
3.0.2.2 Analyze fabric trends and cycles
3.0.2.3 Identify fashion styles
3.0.2.4 Identify clothing details
3.0.2.5 Forecast future trends and cycles
3.0.2.6 Identify current clothing manufacturers

* Advancing
** Futuring

Competency 3.0.3: Accessorize wardrobe

Competency Builders:

3.0.3.1 Analyze accessory trends
3.0.3.2 Identify various accessories
3.0.3.3 Evaluate quality of accessories
3.0.3.4 Show customers fashionable ways to wear accessories using elements and principles of design

Competency 3.0.4: Sketch fashions*

Competency Builders:

3.0.4.1 Evaluate garment designs*
3.0.4.2 Select drawing materials*
3.0.4.3 Draw proportioned fashion figure*
3.0.4.4 Sketch apparel designs*
3.0.4.5 Use optical illusion in designing apparel*
3.0.4.6 Assemble portfolio*
3.0.4.7 Use computer to design fashions**

Unit 4: Dry Cleaning and Laundry

Subunit 4.1: Dry-Cleaning and Laundry Shop

Competency 4.1.1: Operate dry-cleaning shop

Competency Builders:

4.1.1.1 Greet customers
4.1.1.2 Prepare customer claim tickets
4.1.1.3 Search garments for foreign objects
4.1.1.4 Apply code system
4.1.1.5 Handle customer requests
4.1.1.6 Position work tags and special tags
4.1.1.7 Distribute copies of claim tickets
4.1.1.8 Inspect garments
4.1.1.9 Assemble garments
4.1.1.10 Bag and store garments
4.1.1.11 Handle customer complaints*
4.1.1.12 Order supplies
4.1.1.13 Order equipment*
4.1.1.14 Maintain equipment*
4.1.1.15 Follow Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) regulations

Competency 4.1.2: Operate and maintain equipment

Competency Builders:

4.1.2.1 Operate spotting board
4.1.2.2 Operate dry-cleaning unit
4.1.2.3 Operate topper
4.1.2.4 Operate legger
4.1.2.5 Operate utility press
4.1.2.6 Operate puff irons
4.1.2.7 Operate hand irons
4.1.2.8 Operate steam-air finisher
4.1.2.9 Operate steam cabinet
4.1.2.10 Operate washer
4.1.2.11 Operate dryer
4.1.2.12 Maintain cleaning solvents

Unit 4: Dry Cleaning and Laundry

Subunit 4.2: Dry-Cleaning and Laundry Techniques

Competency 4.2.1: Repair items

Competency Builders:

4.2.1.1 Repair snags in knits
4.2.1.2 Repair pulled threads in woven fabrics
4.2.1.3 Repair holes
4.2.1.4 Patch garments
4.2.1.5 Repair or replace pockets
4.2.1.6 Repair hems
4.2.1.7 Repair or replace linings
4.2.1.8 Reinforce frayed buttonholes
4.2.1.9 Operate steam cabinet
4.2.1.10 Replace zippers and zipper pulls
4.2.1.11 Replace fasteners, snaps, and buttons

Competency 4.2.2: Pretreat items

Competency Builders:

4.2.2.1 Operate spotting board
4.2.2.2 Identify spots and stains
4.2.2.3 Identify fiber content
4.2.2.4 Remove spots and stains

Competency 4.2.3: Dry-clean items

Competency Builders:

4.2.3.1 Sort items
4.2.3.2 Select cycle
4.2.3.3 Set drying time
4.2.3.4 Operate tumbler

* Advancing
** Futuring

Competency 4.2.4: Launder items

Competency Builders:

4.2.4.1 Identify stains
4.2.4.2 Select water temperature
4.2.4.3 Select cycle
4.2.4.4 Operate washer

Competency 4.2.5: Finish items

Competency Builders:

4.2.5.1 Apply water repellent
4.2.5.2 Repair items
4.2.5.3 Press items
4.2.5.4 Shape items
4.2.5.5 Inspect items
4.2.5.6 Use touch-up finishing units
4.2.5.7 Hang, fold, and/or package items

Unit 5: Interior Decorating

Subunit 5.1: Home Furnishings

Competency 5.1.1: Select fixtures

Competency Builders:

5.1.1.1 Determine storage needs
5.1.1.2 Select cabinetry
5.1.1.3 Select appliances
5.1.1.4 Select bathroom fixtures
5.1.1.5 Select kitchen fixtures
5.1.1.6 Select hardware
5.1.1.7 Determine lighting needs
5.1.1.8 Identify manufacturers

Competency 5.1.2: Select surface area coverings

Competency Builders:

5.1.2.1 Determine use of room
5.1.2.2 Apply elements and principles of design
5.1.2.3 Identify types of floor coverings
5.1.2.4 Select floor coverings
5.1.2.5 Identify types of wall coverings
5.1.2.6 Select wall treatments
5.1.2.7 Identify types of ceiling designs
5.1.2.8 Select ceiling materials
5.1.2.9 Identify counter materials
5.1.2.10 Calculate coverage needs and costs

Competency 5.1.3: Select furniture

Competency Builders:

5.1.3.1 Identify furniture styles
5.1.3.2 Identify current furniture manufacturers
5.1.3.3 Apply elements and principles of design
5.1.3.4 Evaluate quality of furniture
5.1.3.5 Identify guidelines for selection and retention of furniture
5.1.3.6 Analyze financial aspects of furniture acquisition
5.1.3.7 Analyze care and maintenance procedures

Competency 5.1.4: Select window coverings

Competency Builders:

5.1.4.1 Identify window types
5.1.4.2 Identify types of window coverings
5.1.4.3 Determine window function
5.1.4.4 Evaluate client's needs for window energy-efficiency
5.1.4.5 Design window coverings using elements and principles of design
5.1.4.6 Sketch window coverings
5.1.4.7 Establish budget
5.1.4.8 Show samples
5.1.4.9 Select soft covering fabrics
5.1.4.10 Select hard coverings

Competency 5.1.5: Select accessories

Competency Builders:

5.1.5.1 Identify purposes of accessories
5.1.5.2 Identify functional accessories
5.1.5.3 Evaluate related period and style
5.1.5.4 Establish budget
5.1.5.5 Select accessories using elements and principles of design
5.1.5.6 Identify manufacturers

Unit 5: Interior Decorating

Subunit 5.2: Construction Techniques

Competency 5.2.1: Construct window coverings

Competency Builders:

5.2.1.1 Take window measurements
5.2.1.2 Determine window-covering placements
5.2.1.3 Calculate yardage
5.2.1.4 Use computer to calculate drapery yardage**
5.2.1.5 Figure cut lengths
5.2.1.6 Inspect fabric
5.2.1.7 Cut drapery panels
5.2.1.8 Serge drapery panels

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* Advancing
** Futuring

(continued)

5.2.1.9 Hem and weight seams
5.2.1.10 Table and line draperies
5.2.1.11 Crease side hems
5.2.1.12 Attach drapery headings
5.2.1.13 Mark draper pleats
5.2.1.14 Blind-hem bottom and sides
5.2.1.15 Finish drapery corners
5.2.1.16 Make drapery pleats
5.2.1.17 Press and fold draperies
5.2.1.18 Tack pleats
5.2.1.19 Construct tiebacks*
5.2.1.20 Construct swag*
5.2.1.21 Construct shaped, soft, pleated, and gathered valances*
5.2.1.22 Construct Austrian shades*
5.2.1.23 Construct Roman shades*
5.2.1.24 Construct curtains*
5.2.1.25 Construct jabots*
5.2.1.26 Construct balloon shades*
5.2.1.27 Install window coverings*

Competency 5.2.2: Construct pillows and cushions

Competency Builders:

5.2.2.1 Identify style
5.2.2.2 Determine size
5.2.2.3 Calculate yardage
5.2.2.4 Cut fabric
5.2.2.5 Cut foam or construct pillow form
5.2.2.6 Apply cording
5.2.2.7 Insert zipper
5.2.2.8 Inspect covering for fit
5.2.2.9 Attach regulation tags*

Unit 5: Interior Decorating

Subunit 5.3: Interior Decorating Shop

Competency 5.3.1: Consult with customers

Competency Builders:

5.3.1.1 Determine customer's needs and budget
5.3.1.2 Interpret basic symbols on architectural drawings
5.3.1.3 Prepare to-scale floor plans
5.3.1.4 Select furniture
5.3.1.5 Determine furniture placement
5.3.1.6 Prepare room elevations*
5.3.1.7 Use computer to diagram plans, elevations, and perspective drawings*
5.3.1.8 Show samples

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5.3.1.9 Develop color scheme
5.3.1.10 Select window coverings
5.3.1.11 Select accessories
5.3.1.12 Prepare room collage
5.3.1.13 Prepare client presentation
5.3.1.14 Demonstrate presentation skills
5.3.1.15 Quote prices
5.3.1.16 Service and finalize sale

Competency 5.3.2: Operate interior decorating shop

Competency Builders:

5.3.2.1 File sample catalogs
5.3.2.2 Assemble displays
5.3.2.3 Visit clients' residences*
5.3.2.4 Compute costs of products
5.3.2.5 Itemize cost of labor and deliveries
5.3.2.6 Identify shipping and receiving procedures
5.3.2.7 Prepare invoices
5.3.2.8 Perform record-keeping functions
5.3.2.9 Schedule deliveries
5.3.2.10 Prepare budgets*
5.3.2.11 Analyze income and expenses*
5.3.2.12 File documents
5.3.2.13 Demonstrate telephone techniques
5.3.2.14 Handle customer concerns

Unit 6: Business Operations

Competency 6.0.1: Develop business plan

Competency Builders:

6.0.1.1 Identify types of business
6.0.1.2 Analyze competition
6.0.1.3 Identify technical assistance
6.0.1.4 Choose type of ownership
6.0.1.5 Deal with legal issues and regulations
6.0.1.6 Plan market strategies
6.0.1.7 Use computer to plan marketing strategies
6.0.1.8 Locate business
6.0.1.9 Finance business
6.0.1.10 Identify professional and trade organizations
6.0.1.11 Identify licensing credentials

* Advancing
** Futuring

Competency 6.0.2: Manage a business*

Competency Builders;

6.0.2.1 Organize work space*
6.0.2.2 Manage human resources*
6.0.2.3 Interview and hire staff*
6.0.2.4 Train staff*
6.0.2.5 Evaluate staff*
6.0.2.6 Discharge staff*
6.0.2.7 Prepare work schedules and job assignments*
6.0.2.8 Order supplies and equipment*
6.0.2.9 Apply merchandising techniques for profit*
6.0.2.10 Develop promotion program*
6.0.2.11 Set up store and window displays*
6.0.2.12 Coordinate advertising*
6.0.2.13 Evaluate promotional program*
6.0.2.14 Prepare payroll*
6.0.2.15 Manage sales efforts*
6.0.2.16 Use sales presentation skills*
6.0.2.17 Manage finances*
6.0.2.18 Interpret profit and loss statements*
6.0.2.19 Prepare and maintain records*
6.0.2.20 Use computer to perform accounting procedures*
6.0.2.21 Identify and observe governmental regulations*
6.0.2.22 Observe safety precautions*
6.0.2.23 Identify business policies and procedures*

Competency 6.0.3: Control inventory

Competency Builders:

6.0.3.1 Count and record items on hand
6.0.3.2 Analyze information on prices and products to buy*
6.0.3.3 Order items
6.0.3.4 Establish price markups and markdowns*
6.0.3.5 Mark and change prices
6.0.3.6 Sort items received to verify receiving records
6.0.3.7 Return damaged and discontinued items
6.0.3.8 Store items
6.0.3.9 Use computer to track inventory

Unit 7: Employability Skills
Subunit 7.1: Career Development

Competency 7.1.1: Investigate career options

Competency Builders:

7.1.1.1 Determine interests and aptitudes
7.1.1.2 Identify career options
7.1.1.3 Research occupations matching interests and aptitudes
7.1.1.4 Select career(s) that best match(es) interests and aptitudes
7.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
7.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
7.1.1.7 Develop a career plan

Competency 7.1.2: Analyze potential barriers to employment

Competency Builders:

7.1.2.1 Identify common barriers to employment
7.1.2.2 Describe strategies to overcome employment barriers

Unit 7: Employability Skills
Subunit 7.2: Decision Making and Problem Solving

Competency 7.2.1: Apply decision-making techniques in the workplace

Competency Builders:

7.2.1.1 Identify the decision to be made
7.2.1.2 Compare alternatives
7.2.1.3 Determine consequences of each alternative
7.2.1.4 Make decisions based on values and goals
7.2.1.5 Evaluate the decision made

Competency 7.2.2: Apply problem-solving techniques in the workplace

Competency Builders:

7.2.2.1 Diagnose the problem and its causes
7.2.2.2 Identify alternatives and their consequences in relation to the problem
7.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
7.2.2.4 Utilize resources to explore possible solutions to the problem
7.2.2.5 Compare and contrast the advantages and disadvantages of each solution
7.2.2.6 Determine appropriate action
7.2.2.7 Evaluate results

Unit 7: Employability Skills
Subunit 7.3: Work Ethic

Competency 7.3.1: Evaluate the relationship of self-esteem to work ethic

Competency Builders:

7.3.1.1 Identify special characteristics and abilities in self and others
7.3.1.2 Identify internal and external factors that affect self-esteem

Competency 7.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace

Competency Builders:

7.3.2.1 Distinguish between values and goals
7.3.2.2 Determine the importance of values and goals
7.3.2.3 Evaluate how values affect goals
7.3.2.4 Identify short-term and long-term goals
7.3.2.5 Prioritize personal goals
7.3.2.6 Describe how personal values are reflected in work ethic
7.3.2.7 Describe how interactions in the workplace affect personal work ethic
7.3.2.8 Examine how life changes affect personal work ethic

Competency 7.3.3: Demonstrate work ethic

Competency Builders:

7.3.3.1 Examine factors that influence work ethic
7.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

Unit 7: Employability Skills
Subunit 7.4: Job-Seeking Skills

Competency 7.4.1: Prepare for employment

Competency Builders:

7.4.1.1 Identify traditional and nontraditional employment sources
7.4.1.2 Utilize employment sources
7.4.1.3 Research job opportunities, including nontraditional careers
7.4.1.4 Interpret equal employment opportunity laws
7.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
7.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

Competency 7.4.2: Design a résumé

Competency Builders:

7.4.2.1 Identify personal strengths and weaknesses
7.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
7.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
7.4.2.4 Complete résumé using various formats
7.4.2.5 Secure references

Competency 7.4.3: Complete and process job application forms

Competency Builders:

7.4.3.1 Explain the importance of an application form
7.4.3.2 Identify ways to obtain job application forms
7.4.3.3 Describe methods for handling illegal questions on job application forms
7.4.3.4 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
7.4.3.5 Return application to proper person, request interview, and follow up

Competency 7.4.4: Demonstrate interviewing skills

Competency Builders:

7.4.4.1 Investigate interview environment and procedures
7.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
7.4.4.3 Demonstrate question and answer techniques
7.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

Competency 7.4.5: Secure employment

Competency Builders:

7.4.5.1 Identify present and future employment opportunities within an occupation/organization
7.4.5.2 Research the organization/company
7.4.5.3 Use follow-up techniques to enhance employment potential
7.4.5.4 Compare and evaluate job offers

Unit 7: Employability Skills

Subunit 7.5: Job Retention Skills

Competency 7.5.1: Analyze the organizational structure of the workplace

Competency Builders:

7.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
7.5.1.2 Be aware of and obey all company policies and procedures
7.5.1.3 Examine the role/relationship between employee and employer
7.5.1.4 Recognize opportunities for advancement and reasons for termination

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Competency 7.5.2: Maintain positive relations with others

Competency Builders:

7.5.2.1 Exhibit appropriate work habits and attitude
7.5.2.2 Identify behaviors to establish successful working relationships
7.5.2.3 Cooperate and compromise through teamwork and group participation
7.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

Unit 7: Employability Skills
Subunit 7.6: Job Advancement

Competency 7.6.1: Analyze opportunities for personal and career growth

Competency Builders:

7.6.1.1 Determine opportunities within an occupation/organization
7.6.1.2 Compare and contrast other opportunities
7.6.1.3 List benefits of job advancement
7.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

Competency 7.6.2: Exhibit characteristics needed for advancement

Competency Builders:

7.6.2.1 Display a positive attitude
7.6.2.2 Demonstrate knowledge of a position
7.6.2.3 Perform quality work
7.6.2.4 Adapt to changing situations and technology
7.6.2.5 Demonstrate capability for different positions
7.6.2.6 Participate in continuing education/training programs
7.6.2.7 Respect, accept, and work with ALL individuals in the workplace

Unit 7: Employability Skills
Subunit 7.7: Technology in the Workplace

Competency 7.7.1: Assess the impact of technology in the workplace

Competency Builders:

7.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
7.7.1.2 Investigate the use of technology in the workplace
7.7.1.3 Analyze how present skills can be applied to learning new technologies

Competency 7.7.2: Use a variety of technological applications

Competency Builders:

7.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
7.7.2.2 Use technology to accomplish assigned tasks
7.7.2.3 Create solutions to problems using technical means

Unit 7: Employability Skills
Subunit 7.8: Lifelong Learning

Competency 7.8.1: Apply lifelong learning to individual situations

Competency Builders:

7.8.1.1 Define lifelong learning
7.8.1.2 Identify factors that cause the need for lifelong learning

Competency 7.8.2: Adapt to change

Competency Builders:

7.8.2.1 Analyze the effects of change
7.8.2.2 Identify reasons why goals change
7.8.2.3 Describe the importance of flexibility when reevaluating goals
7.8.2.4 Evaluate the need for continuing education/training

Unit 7: Employability Skills
Subunit 7.9: Economic Education

Competency 7.9.1: Analyze global enterprise system

Competency Builders:

7.9.1.1 Identify characteristics of various enterprise systems
7.9.1.2 Examine the relationship between competition, risk, and profit
7.9.1.3 Illustrate how supply and demand influence price

Competency 7.9.2: Evaluate personal money management

Competency Builders:

7.9.2.1 Describe the need for personal management records
7.9.2.2 Identify methods of taxation
7.9.2.3 Analyze how credit affects financial security
7.9.2.4 Compare types and methods of investments
7.9.2.5 Prepare a personal budget
7.9.2.6 Be an informed and responsible consumer
7.9.2.7 Analyze the effects of advertising on the consumer

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Unit 7: Employability Skills
Subunit 7.10: Balancing Work and Family

Competency 7.10.1: Analyze the effects of family on work

Competency Builders:

7.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
7.10.1.2 Identify present and future family structures and responsibilities
7.10.1.3 Describe personal and family roles
7.10.1.4 Analyze concerns of working parent(s)
7.10.1.5 Examine how family responsibilities can conflict with work
7.10.1.6 Resolve family-related conflicts
7.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

Competency 7.10.2: Analyze the effects of work on family

Competency Builders:

7.10.2.1 Identify responsibilities associated with paid and nonpaid work
7.10.2.2 Compare the advantages and disadvantages of multiple incomes
7.10.2.3 Explain how work can conflict with family responsibilities
7.10.2.4 Explain how work-related stress can affect families
7.10.2.5 Identify family support systems and resources

Unit 7: Employability Skills
Subunit 7.11: Citizenship in the Workplace

Competency 7.11.1: Exercise the rights and responsibilities of citizenship in the workplace

Competency Builders:

7.11.1.1 Identify the basic rights and responsibilities of citizenship
7.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

Competency 7.11.2: Cooperate with others in the workplace

Competency Builders:

7.11.2.1 Identify situations in which compromise is necessary
7.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
7.11.2.3 Demonstrate initiative to facilitate cooperation
7.11.2.4 Give and receive constructive criticism to enhance cooperation

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Unit 7: Employability Skills
Subunit 7.12: Leadership

Competency 7.12.1: Evaluate leadership styles appropriate for the workplace

Competency Builders:

7.12.1.1 Identify characteristics of effective leaders
7.12.1.2 Compare leadership styles
7.12.1.3 Demonstrate effective delegation skills
7.12.1.4 Identify opportunities to lead in the workplace

Competency 7.12.2: Demonstrate effective teamwork skills

Competency Builders:

7.12.2.1 Identify the responsibilities of a valuable group member
7.12.2.2 Exhibit open-mindedness
7.12.2.3 Identify methods of involving each member of a team
7.12.2.4 Contribute to the efficiency and success of a group
7.12.2.5 Determine ways to motivate others

Competency 7.12.3: Utilize effective communication skills

Competency Builders:

7.12.3.1 Identify the importance of listening
7.12.3.2 Demonstrate assertive communication
7.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
7.12.3.4 Analyze written material
7.12.3.5 Prepare written material
7.12.3.6 Give and receive feedback
7.12.3.7 Articulate thoughts
7.12.3.8 Use appropriate language

Unit 7: Employability Skills
Subunit 7.13: Entrepreneurship

Competency 7.13.1: Evaluate the role of small business in the economy

Competency Builders:

7.13.1.1 Identify the benefits of small business to a community
7.13.1.2 Analyze opportunities for small business in a community

Competency 7.13.2: Examine considerations of starting a business

Competency Builders:

7.13.2.1 Research a business idea
7.13.2.2 Compare various ways to become a small business owner
7.13.2.3 Investigate factors to consider in financing a new business
7.13.2.4 Evaluate entrepreneurship as a career option

Distributed by

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